



## **Job Description**

<b>Job Title:</b>	Associate Teacher
<b>Location:</b>	New Rickstones Academy
<b>Hours of work:</b>	31.25 hours per week, 39 working weeks (term-time plus 5 non-student days) Monday - Friday 0815 - 1500
<b>Reports to:</b>	Linked member of SLT

## **Purpose of the Role:**

To provide cover for classes in the event of planned or unplanned absence by teaching staff in the academy, supporting staff and students in all areas of the curriculum to support student achievement and progress.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## **Responsibilities:**

*Note: The Associate Teacher is not responsible for the planning or preparation of lessons, materials or resources, nor are they responsible for lesson delivery, detailed evaluation and pupil assessment. The Associate Teacher will be primarily responsible for the maintenance of good order and focused activity.*

### **Cover**

- To supervise classes in the absence of a teacher for either unplanned or planned absence.
- To describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials, encouraging students to improve the quality of their work
- To use a range of strategies to deal with classroom and individual behaviour
- To support students in the use of ICT
- To collect completed work after the lesson and return it to the appropriate teacher
- To give feedback on cover lessons to teaching staff
- To take reasonable care of departmental resources and to account for any equipment used.

### **Students**

- To support the academy policy on behaviour, discipline and student welfare in the classroom, communicating pastoral issues to the form tutor in the first instance.
- To ensure that students use equipment safely.
- To maintain a tidy, safe and stimulating working environment.
- To liaise with the SENDCO and the form tutor over students with special educational needs if needed
- To ensure that targets outlined in a student's Personal Education Plan are pursued.
- To promote the use of the library.
- To keep a record of student attendance at, and punctuality to lessons and report any notable observations to the form tutor.
- To ensure that homework is set and recorded in the student diary.
- To set and maintain high standards of student work in the classroom
- To undertake duties before academy and at breaks, on a rota basis
- To act as a role model, maintaining high standards of student work, conduct and behaviour

### **General**

- To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- To attend required meetings and training (which may be outside of normal working hours)

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification: Associate Teacher

General heading	Detail	Essential requirements:	Desirable requirements
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>GCSE grade C / 4 Maths &amp; English (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to Level 3 or degree level</li> </ul>
<b>Knowledge/ Experience</b>	Specific knowledge/ experience required for the role	<p><b>Specialist Knowledge/Experience</b></p> <ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Knowledge of a range of strategies to deal with classroom behaviour as a whole and individual behavioural needs</li> <li>Knowledge &amp; understanding of Health and Safety</li> </ul> <p><b>Organisation &amp; Planning</b></p> <ul style="list-style-type: none"> <li>Experience of planning and managing a busy workload and conflicting priorities to deadlines</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>Experience of resolving problems independently</li> <li>Experience of adapting effectively to changing situations</li> </ul> <p><b>People Skills &amp; Customer Focus</b></p> <ul style="list-style-type: none"> <li>Experience of building and maintaining effective relationships with others and negotiating effectively</li> <li>Experience of working effectively as part of a team</li> <li>Experience of providing excellent customer service (anticipating and exceeding customer needs)</li> <li>Experience of motivating and inspiring others</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a similar role</li> </ul>
<b>Skills</b>	Line management responsibilities (No.)		
	Forward and strategic planning	<ul style="list-style-type: none"> <li>Plan work daily or half-termly (for longer term cover)</li> </ul>	
	Abilities		
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>Resilience</li> <li>Student focused - patient and sensitive approach</li> <li>Demonstrate a commitment to equality</li> <li>Takes responsibility and accountability</li> <li>Commitment to Academy aims, ethos &amp; vision</li> <li>Commitment to own professional development</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>Be unusually brave</li> <li>Discover what's possible</li> <li>Push the limits</li> <li>Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>Enhanced Disclosure and Barring Service Check</li> <li>Right to work in the UK</li> <li>Evidence of commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	